

25 APR 2002

CELRD-DD

MEMORANDUM FOR DIRECTORS AND OFFICE CHIEFS

Subject: Telecommuting Policy – Government Furnished Property

1. References:

- a. Department of Defense Telework Policy (encl 1)
- b. Department of Defense Telework Guide (encl 2)

2. At the last PBAC meeting there were several questions about telecommuting and the division office policy regarding what types of items will be purchased with appropriated funds for individuals working at home. The purpose of this memorandum is to provide each Director/Office Chief the DoD policy for telework and to establish the Division Office policy for providing government furnished equipment within budgetary constraints for individuals authorized to telecommute on a regular and recurring basis.

- a. The following items will be provided with appropriated funds for all employees authorized to work at home on a regular and recurring basis:
  - Laptop computer and software with an internal modem for home use and a docking station for office use. Separate computers for home and office will not be provided.
  - Telephone charge card for making "official" long distance calls.
- b. No other government furnished equipment will be provided. All other required equipment (printer, fax, copier, desk, file cabinets, telephone line, cell phones, etc) will be provided by the employee. Government provided cell phones may be utilized if justified based on other mission requirements but will not be authorized solely for telecommuting.

3. Exceptions to the above policy may be submitted to the Deputy Commander and will be considered on a case-by-case basis.

4. Each Directorate/Office is responsible for identifying those positions that are eligible to telecommute. The Chief of Engineers wants to offer all "eligible" positions the opportunity to telecommute in FY02. When offering employees the opportunity to telecommute the DoD policy will be followed. In addition employees should be made aware of the above policy regarding government furnished equipment.



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Deputy Commander